

Work-Study Program

Overview of Work-Study Program

The work-study program is provided for employees seeking a college degree or certificate programs for which the Department of Health and Mental Hygiene (DHMH) approves time off with pay on a part-time or full-time basis to assist employees to either meet essential departmental needs or for the individuals' personal development.

Full-time work-study program is a program **which requires your total release from duty (40 hrs.)** for more than six (6) weeks in any six (6) month period. State regulations require that DHMH limit such full-time training to a maximum of 18 months in any 3-year period.

Part-time work-study program is a program which requires you to be released from duty less than 40 hours per week.

The employee/student is responsible for all related costs of their courses.

Eligibility for a Work-study Program

A work-study program is only allowed for employees participating in a college degree or certificate program.

Work-Study Check List

NOTE: All Applicants *must* go through their Registration Coordinators

To **initially** apply for work-study for courses which are part of a specific degree or certification submit the following documents:

- ◇ Application for Out-Service Training (DHMH 4575)
- ◇ Work-Study schedule form 4510
- ◇ Obligated Service Agreement (OSA)
- ◇ Copy of the college's course description (Internet or catalog) for each course listed on the application
- ◇ **Career Development Plan (CDP)**
 - Letter of acceptances into the program
 - Listing of courses required for graduation
 - Letter of recommendation/acknowledgement of supervisor

Note: The CDP is only required once, when you initially apply for work-study.

However, if you continue the Work-Study program, each semester you must submit the following: 1) 4575 Application, 2) Work-Study schedule, 3) OSA, 4) Course descriptions, and 5) a transcript from the college, university or certificate program.

The Obligated Service Agreement (OSA)

If you're approved for a work-study program, State regulations require you to enter into an obligated service agreement with DHMH at the start of the program. The agreement obligates you to work for DHMH for the following periods after you've successfully completed your approved work-study program:

- ✓ If you'll be participating in full-time work-study, you agree to provide three hours of service for each hour of training after completing the program.
- ✓ If you'll be participating in a part-time work-study program, you are required to payback the DHMH at the rates indicated on OSA.

The OSA says that the salary you receive while you're participating in a work-study program is a loan paid to you by DHMH. If you resign from the DHMH before you complete your obligated service period, you'll have to pay the State the "unpaid" balance of your "loan." However, if the Secretary decides that your separation from State service is the result of adverse, unforeseen, or extenuating circumstances that impose undue personal hardship, the DHMH Secretary may release you from the obligated service agreement.

Monitoring of the Work-study Program

Your unit's Out-Service Training Coordinator will keep TSD informed on how you are doing in your work-study program. Your unit's Out-Service Training Coordinator will inform TSD if you're experiencing any serious problems on the job that would warrant TSD to discontinue your work-study program.

When you complete the final semester of your work-study program, your unit's Out-Service Training Coordinator will send TSD a final "Work-study Follow-Up Form" documenting that you have successfully completed your program. In return, TSD will submit a statement to your appointing authority showing the total length of your obligated service period. Your appointing authority will inform you of any obligated service owed to the state.

Salary, Benefits, and Leave While Participating in an Approved Work-study Program

While participating in an approved work-study program, you're entitled to full salary and you'll retain your membership in the Retirement System and Employees Health Insurance Program. Further, you'll continue to accumulate sick leave and annual leave while you're participating in an approved work-study program. You must report to your appointing authority any training time you lose due to sick leave or accident leave. Your appointing authority will indicate your use of sick leave or accident leave on your leave record. Holidays, including floating holidays, are administered as if you were not on work-study. You must report for duty during all school recesses; you have the option of requesting the approval of your appointing authority to use your available leave during any school recess.

Promotional Opportunity

There is no guarantee for a promotion once you have completed your courses and have obtained your degree. The educational experience you have acquired will provide you the opportunity to apply for positions department-wide, and allow you to strive for a new and exciting career